



## **E-Mailer – Mailing List**

This section of the E-Mailer helps you manage your contacts. For information about sending emails see the E-Mailer – Newsletters help sheet.

### **Add Contact**

1. Go to the 'E-Mailer – Mailing List – Add Contact' page.
2. Select a category.
3. Complete the details. An email address must be entered to complete the form.
4. Click the 'Submit' button to save.

### **Bulk Upload**

This option does not allow you to add full contact details but you can assign a category to each account at the time of uploading. Further details can be added to accounts by editing each contact individually.

1. Go to the 'E-Mailer – Mailing List – Bulk Upload' page.
2. Enter each email address (or paste them in). The list should only contain email addresses no other information. Only one email address should be typed per line, no spaces. See example below:

```
doug@hotmail.com  
harry@bt.com  
lucy@btinternet.com
```

3. Click the 'Submit' button to save.



## Edit/Remove Contact

### Edit a Contact

1. Go to the 'E-Mailer – Mailing List – Edit/Remove Contact' page.

<u>Email</u>	<u>Name</u>	<u>Company</u>	<u>Category</u>	
<a href="mailto:manager@uki.net">manager@uki.net</a>	Mr Manager	My Company Name	Sales	<a href="#">Edit</a> / <a href="#">Delete</a>

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2. Find the account you want to change and click the 'Edit' link.
3. Make your changes.
4. Click the 'Submit' button to save.

### Delete a Contact

1. Go to the 'E-Mailer – Mailing List – Edit/Remove Contact' page.
2. Find the account you want to remove and click the 'Delete' link.
3. Click the link to confirm deletion.

## Add/Edit/Remove Category

1. Go to 'E-Mailer – Mailing List – Add/Edit/Remove Category' on the menu.
2. *Add a Category*  
Use the first box and type the new category name and click 'Submit' to save.
3. *Remove a Category*  
Make a selection from the menu and click 'Submit'. Confirm the deletion by clicking 'Yes remove the category' link.
4. *Edit a Category*  
Make a selection from the menu. Type the new category name into the empty text box. Click 'Submit' to save.



## Mailing Settings

Settings control how your E-Mailer section displays on your website and which features are enabled. You can adjust these settings at anytime.

1. Go to 'E-Mailer – Mailing List – Mailing Settings' on the menu.
2. **Purchase Credits** – To use the E-Mailer you will need to purchase credits. Each email sent is worth one credit (each credit is 1p). If you have credits available the total amount will be displayed here (You currently have 2000 credits). If you don't have any credits on your account you can purchase some by selecting the 'Click here to purchase more' link.
3. **Display 'Join Mailing List' on menu** - To turn this on, tick the box. This option will display a sign up form on your site. Details added using the sign up form will automatically be added to the 'Edit/Remove Contacts' section.

If you have the sign up form displayed, visitors can submit their own details. They will automatically be sent an email asking them to confirm that they want to be added to the mailing list. They have 3 days to activate their subscription by clicking on a link contained in the email they are sent. This is called 'opt in confirmation' and helps prevent people receiving your mailings complaining that you are sending them unsolicited mail. These entries will be highlighted red in the 'Edit/Remove Contacts' area and after activation by the user, turn black indicating they are ready for use.

If you don't want the sign up form displayed as part of your main menu un-tick the box. A link showing the name of the page, will appear 'Your Mailing List Join is located at: [http://www.yourwebsite.uki.net/mailling\\_list.php](http://www.yourwebsite.uki.net/mailling_list.php)'. You can use this link to access the sign up form whilst it is not linked from your main menu.

4. **Name of Mailing List Section** – Type the name into the text box. This will display on your menu button and as your page title on the sign up form.